



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX (Page 6 OMITTED FOR THIS PUBLIC COPY)

**Minutes of the Parish Council meeting held on 9th November 2017 at
THE VILLAGE HALL at 7.30pm**

CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mrs C Gower,
Mr M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd,
Mr J Westrup, Mr R Whiting,

APOLOGIES: Mr B Ward (Holiday), Mr J Wright (unwell)

CLERKS Mr M R Bentley & Mrs S Stannard (Minutes taken by M Bentley)

ABSENT (no apologies): None

ALSO PRESENT: Member of the public = 1 (until item 2);

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman read out a statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were noted as detailed above. Mr Nunn proposed acceptance of reasons for councillor absence, seconded by Mrs Gower with all in favour. Mrs Gower stated that she had another engagement later in the evening and would have to leave before the end of the meeting.

2. TO FILL A PARISH COUNCILLOR VACANCY IN TOWER WARD BY CO-OPTION

The Councillor vacancy caused by the resignation of Mr Withey in April 2017 had been formally advertised on 18th April 2017. SCDC had not received notice from electors requesting a Poll and co-option was therefore authorised on 10th May 2017.

There had been several people enquire and then back out over the intervening months regarding the co-option process.

There was one interested person at this meeting and the Clerk had previously sent Mr Michael (Mike) Shields all the relevant information. Mr Shields introduced himself giving Councillors a brief history of his life, family and work prior to retirement. Councillors then voted on whether to co-opt Mr Shields.

Mr Whiting proposed that Mr Shields be co-opted as a Parish Councillor, seconded by Mr Westrup with ALL in favour. Mr Shields then signed the Declaration of Acceptance of Office, was give a copy of the Councillors Handbook and took a seat with other councillors.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14th September 2017

Mr Richings reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Mr Newton, with ALL in favour. The minutes were duly signed as a correct record with no alterations.

4. DECLARATIONS OF COUNCILLORS INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and also stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District level before coming to a decision.

Mr Whiting stated that as a member of Suffolk Coastal District Council and Suffolk County Council he may be asked to reconsider any matter from this meeting at District or County Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District or County level before coming to a decision.

5. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

None

b. County Councillor Report

There was no written County Councillor report, but Mr Whiting gave a verbal report with a reminder that flu jabs are available from GPs. The Suffolk Fostering Service was running a campaign to recruit new foster carers. County Council were urging people to register white goods at www.registermyappliance.org.uk in order to ensure that they receive any recall notices issued.

The new A1214 pedestrian crossing at Cambridge Road was now in use at a cost of £30k. Kesgrave Town Council had made a small contribution to the cost.

The recent fire at 'Redecroft' in The Street had 60 firefighters attending. Recent roadworks in Woodbridge Road overran by 7 weeks with no works permit scheme in place. Mr Whiting had now urged SCC to carry out a review of implementing such a scheme, which they will now do.

c. District Councillor Report

The District Councillor written report from Mr Newton was distributed at the meeting.

Matters Arising –

Mr Newton also reported that:- More than half of councils had responded to the recent Issues and Options Working Group consultation.

Woods Lane closure – traffic in Woodbridge had seemed a bit less than expected.

Mr Whiting also reported:- that he recently accompanied the Clerk and Mr Richings to the Issues and Options one to one meeting at SCDC. He also attended similar meetings with other parishes on his patch and it was interesting to note that one parish actually wanted more housing growth.

Indications were that Government ministers were minded to proceed with the merger of Suffolk Coastal and Waveney District Councils.

d. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter.

Miss Cracknell – stated that the waste skip at the cemetery was overflowing. Clerks would resolve.

Mr Nunn stated he had come across a pack of dogs in the Mill Stream area with a lady who had no control over them. Ms Evans said the Commoners Committee had banned the lady from the Common. The Clerk said this sounded like the same person/dogs who had been offending residents in Holly Lane. Mr Nunn said he would report the matter to PCSO Sarbutts.

Mr Nunn had found someone cutting a footpath along the Mill Stream LNR. Mr Nunn had asked the person to stop and been told that it was common land and he could do what he wanted. After some discussion Mr Nunn won the person over and he agreed to stop.

Mr Francis had received a call from a lady who was concerned about fencing work in Ickworth Crescent. The Clerk said this was probably the same person who had left a message on the office answering machine but not left contact details. Dennis would pass the information to the Clerk who would respond as this was an outstanding enforcement matter.

Mr Westrup raised the continuing problem with the disintegrating Playford Lane road sign at the junction with The Street. He stated that if SCC could spend £30k on a new pedestrian crossing why could they not replace a road sign – Mr Whiting said there was no money left in the SCC budget.

[Mrs Gower left the meeting to attend another engagement at this point with apologies]

6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no Police attendance

a. SNT Monthly Report and Tasking Priorities

The Ipswich East monthly SNT newsletter had been distributed with the agenda for this meeting along with the Partnership Funded PCSO Report.

A further report from PCSO Sarbutts was distributed at the meeting

Matters arising from SNT Reports

Mrs Brown stated there was no newsletter from Woodbridge SNT again – can we remind them.

Mr Shields (new Councillor) asked whether we get police attendance at our meetings.

Mr Francis stated that cars were also parked down Broadlands Way at the recent Foxhall Stadium meeting.

7. FINANCE

a. TO NOTE THE RECORD OF THE GENERAL PURPOSES AND FINANCE COMMITTEE

The UNAPPROVED Minutes of the meeting held on 12th October 2017 had been issued to all Councillors.

Matters arising from GP&F Report

There were no matters arising from the GP&F report and minutes. Councillors noted the report.

Mr Whiting pointed out that the spelling of Deborah Cadman at the bottom of page 1 was incorrect. The Clerk stated that this would be corrected in the minute book ready for the next meeting.

b. To Note Receipt of and Consider Distribution of CIL Payments Received

Email received from SCDC relating to CIL payment of £1,272.23 in addition to the CIL Payment for 2016 received 25/10/16 for £84.92. This had not yet been allocated to any project, so the total in hand is £1,357.15.

However, CIL Rules state that CIL expenditure must be reported by 30th December in the year following the payment.

Hence this council must report on the web and to SCDC what the £84.92 was spend on by 30th December this year.

There were several suggestions from Councillors for spending the CIL money, namely construction of a lay-by at The Street adjacent to the allotments; a new defibrillator in or around the Woodbridge Road area; de-silting/excavation of the large pond in the Mill Stream LNR.

It was agreed to devolve the matter to the PA&S Committee to make the final decision.

c. To Consider the Response from the Solicitor Regarding the Cemetery Boundary Issue

Mrs Stannard reported on the current solicitors' progress with the land grab at the southern end of the lawn cemetery.

Mr Richings proposed that another solicitors letter should be sent, seconded by Mr Nunn with all in favour. In addition the PC insurance policy would be checked to establish our level of cover for other legal procedures.

d. Other Financial Matters

None

8. PLANNING & DEVELOPMENT

a. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE

Mr Richings reported on two meetings (26/09/17 & 25/10/17) held since the last PC meeting. Copies of the P&D minutes of those dates had been issued to all Councillors.

Matters arising from P&D Report

There were no matters arising from the P&D report and minutes. Councillors noted Mr Richings report.

b. OTHER PLANNING MATTERS

None

9. PARISH AMENITIES AND SERVICES

a. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE

The last PA&S meeting was held on 21/09/17. A copy of the unapproved minutes of that date had been issued to all Councillors.

Matters arising from PA&S Report

There were no matters arising from the PA&S report and minutes. Councillors noted the report.

b. OTHER PA&S MATTERS

None

10. GENERAL PARISH MATTERS & CORRESPONDENCE

- a. Request received via Parish Halls Secretary from the new church congregation at Tower Hall to place an advert in the parish noticeboards. This request stated:-

Mission Ipswich East (St John's, St Andrew's and Bixley Farm Churches) had requested a chance to put a poster on the parish noticeboards in Tower Ward advertising the fact that there is now a church service at Tower Hall on Sundays 4-5pm. You felt that this would need to be considered at the next PC meeting on 9 November. The church understands and looks forward to hearing from you through me soon after meeting.

The PC Policy on noticeboards states:- 'Certain notices may be allowed if considered in the best interest of the community and only at the discretion of any two of the Clerk, Chairman and vice-Chairmen whose word shall be final'.

As this matter had been accidentally omitted from the agenda it was agreed that any decision should be made in line with the Policy document, hence it would be devolved to the Chairman and Clerk to make a decision once they had seen a copy of the advert.

b. Remembrance Service reminder

Mrs Stannard reminded Councillors that the Remembrance Service would be on Saturday 11th November at 10.45am, St Andrews Church. The Rev. Heather Marsden would officiate and Kesgrave RBL would attend with a flag bearer and small contingent. Mr Don Whinney would signal the start and end of the two minute silence with a whistle blast.

c. Dates to Note

Saturday, 11th November, Remembrance Service, St Andrews Church, 10.45am

Thursday, 16th November, PA&S, Tower Hall, 7.30pm

Thursday, 23rd November, SNT Meeting Woodbridge 10.30am

Thursday, 14th December, GP&F, Tower Hall, 7.30pm

11. PERSONNEL MATTERS – To Exclude Members of the Public and Press in Accordance with the Public Bodies (Admission to Meetings) Act 1960 in order To Approve:-

- a. Recruitment of New Assistant Clerk
b. Enrolment with the Agreed Pension Provider and Establishment of Direct Debit

SEE APPENDIX AT END OF MINUTES

Mr Nunn proposed that the public & press be excluded under the above Act in order to debate the above items which involved personal and remuneration information, seconded by Mr Whiting, with ALL in favour

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Community Infrastructure Levy (CIL) Allocation of funds

SALC AGM report from Mrs Richardson-Todd

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.03pm.

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---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the GP&F committee meeting of 14th September 2017.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12-10-17	M Bentley	Bitdefender licence renewal for office com	840	£ -	£ 29.78	£ -	Admin/clerk
12-10-17	SALC	Clerks Networking Day - S Stannard	841	£ 19.20	£ 16.00	£ 3.20	Training
12-10-17	Robert Potter	Litter clearance - September 17	842	£ -	£ 50.00	£ -	Litter
12-10-17	Robert Potter	Noticeboard & Letters - September	843	£ -	£ 72.00	£ -	S142
12-10-17	Parish Halls RSA	Hire of Tower Hall Office - Jul to -Dec 17	844	£ -	£ 1,500.00	£ -	Hire
12-10-17	Parish Halls RSA	Hire of meeting rooms - Jul to Dec 17	845	£ -	£ 900.00	£ -	Hire
12-10-17	SCL L/S Mgt Ltd	Play Area Mtce - September 17	846	£ 611.40	£ 509.50	£ 101.90	PF&POS
12-10-17	SCL L/S Mgt Ltd	Pond Maintenance - September 17	847	£ 66.00	£ 55.00	£ 11.00	Pond
12-10-17	SCL L/S Mgt Ltd	Re-Anchor bench in Church Meadow	849	£ 222.00	£ 185.00	£ 37.00	PF&POS
12-10-17	Robert Potter	Design & Print Autumn 17 Newsletter	850	£ -	£ 752.00	£ -	S142
25-10-17	Suffolk Police & C	Funded PCSO 01/10/17 to 31/03/18	851	£ -	£ 5,285.33	£ -	Crime
25-10-17	M Bentley	Dropbox Cloud Storage - annual subscrip	852	£ -	£ 79.00	£ -	Admin/clerk
25-10-17	T Stannard	Stainless steel links for wobble board THF	853	£ -	£ 9.44	£ -	PF&POS
25-10-17	Playquip Leisure	TH Play Area - surface repairs and new st	854	£ 1,587.65	£ 1,323.04	£ 264.61	PF&POS
25-10-17	Net Salaries paid after PAYE & NI - October 2017		855/S.O/856	£ -	£ 2,529.88	£ -	Salary

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02-10-17	Anglian Water Business	Cemetery Water Charge 25/(D/D	£ -	£ 28.89	£ -	Metered Water
12-10-17	SCL L/S Mgt Ltd	Cemetery Mtce - Sept 17	1185	£ 735.00	£ 612.50	£ 122.50	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02-10-17	Anglian Water Business	Cemetery Water Charge 25/(D/D	£ -	£ 28.89	£ -	Metered Water
12-10-17	SCL L/S Mgt Ltd	Cemetery Mtce - Sept 17	1185	£ 735.00	£ 612.50	£ 122.50	Maintenance

INCOME RECEIVED During October 2017

Cemetery	£2,065
Newsletter Advertising	£77
Allotments	£1,304
CIL Payments	£1,272
SCC Locality Budget – Grant	£2,360

ACCOUNT BALANCES AS AT 31st October 2017

General Account	£124,977
Business Base Rate Tracker	£54,232
Cemetery Account	£32,451